

***NATIONAL WEATHER SERVICE INSTRUCTION 1-101
FEBRUARY 5, 2002***

***Administration and Management
Policy Formulation, NWSPD 1-1***

NWS DIRECTIVES SYSTEM - STRUCTURE AND MANAGEMENT

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

OPR: CFO3 (H. Hartman)
Type of Issuance: Initial.

Certified by: CFO3 (N. Scheller)

SUMMARY OF REVISIONS: This chapter supercedes Operations Manual Letter (OML) 6-86, "Use of Standardized Terms in Policy Statements," dated April 15, 1986.

signed
Irwin T. David
Chief Financial Officer/
Chief Administrative Officer

2/5/02
Date

NWS Directives System - Structure and Management

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1. Introduction. NWS Policy Directive 1-1 established the NWS Directives System (NDS) for official National Weather Service (NWS) policy. This instruction describes the NDS structure and management of policy formulation.

2. NWS Directives System Components. The NDS consists of policy directives, procedural directives, and supplements; all are directives.

2.1 Policy Directives. Policy directives are orders of the Assistant Administrator (AA) for Weather Services. Policy directives initiate and define NWS activities, as well as regulate authorities and responsibilities. See Appendix A for more detailed instructions on the format, content, and approval process for policy directives.

2.2 Procedural Directives. Procedural directives implement policy directives. They are issued by NWS Headquarters and are comprised of instructions and/or manuals as required. See Appendix B for more detailed instructions on the format, content, and approval process for procedural directives.

2.3 Supplements. Supplements adapt procedural directives to address field requirements. The NWS regions, National Centers for Environmental Prediction, and field offices may issue

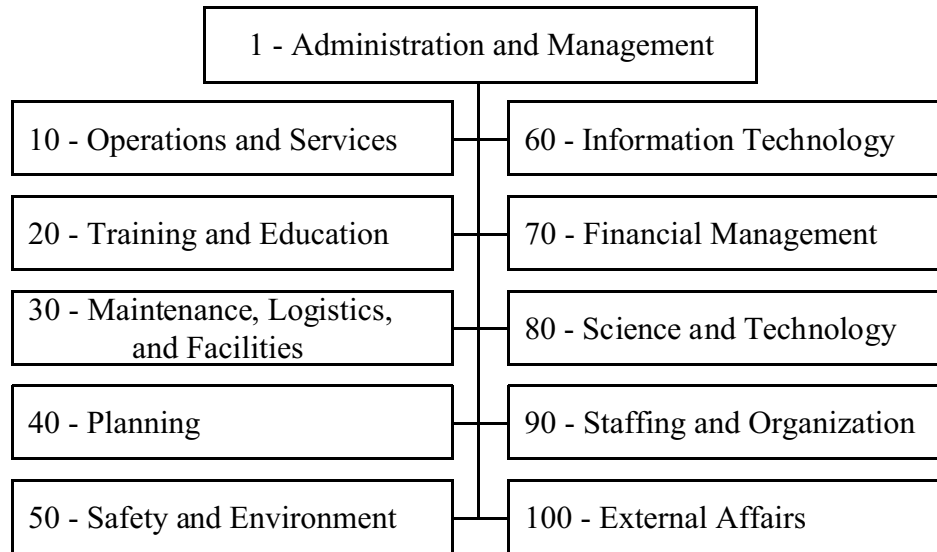


Figure 1 - Organization of the NDS into 11 functional areas.

supplements. Supplements will not be issued for policy directives. Supplements will not detract from or conflict with procedural directives. See Appendix C for more detailed instructions on the format, content, and approval process for supplements.

3. Writing Style and Standardized Terminology. Use the active voice in all directives to convey policy. Use the following terminology to emphasize key policies:

- a. “Will” - indicates a definitive course of action. Conveys high-level policy closely related to the NWS mission.
- b. “Should” - indicates a recommended course of action.
- c. “May” - indicates an optional or permissible practice.

Use of “shall” is not recommended.

4. Organization and Management. The NDS is organized according to major functional areas as shown in Figure 1. Numbers in this figure are the NDS series assigned to each functional area. The NDS Web site (www.nws.noaa.gov/directives) is the primary means for accessing directive components. One official signed hard copy of each policy and procedural directive is filed within the Management and Organization Division of the Office of the Chief Financial Officer/Chief Administrative Officer (CFO3). The official hard copy of a supplement is filed at the issuing office.

5. Transition from WSOM to NDS. All components of the Weather Service Operations Manual (WSOM) will be rescinded or revised to meet the NDS requirements. WSOM components will remain in effect until the policies are rescinded or revised within the NDS.

6. Development, Coordination, and Approval. All policy directives, procedural directives, and supplements will be developed, coordinated, and approved according to the instructions provided in Appendices A, B, and C respectively. The office responsible for developing and coordinating an NDS component and guiding it through the approval process is known as the office of primary responsibility (OPR).

APPENDIX A - NWS Policy Directives

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1. Introduction. Policy directives are concise, highly structured documents at the top level of the National Directives System (NDS). Policy directives define major activity areas of the NWS and their associated management authorities and responsibilities. A major activity area is a recognized operational function of the NWS (e.g., fire weather) or an important staff function

assigned to agency personnel (e.g., policy formulation). The signatory or approving authority for policy directives will be the Assistant Administrator (AA) for Weather Services.

2. Format. The general format instructions in this section will be followed for all policy directives. The format of the parent policy directive (NWSPD 1-1) to this instruction serves as the guiding example.

2.1 Margins. Set left and right margins to 1.0 inch. Set top margin to 1.0 inch for the banner page and 0.6 inch for every page after. Set bottom margin to 0.6 inch.

2.2 Font. Use Times New Roman, 12 point.

2.3 Indents. Indent the first line for each section ½ inch. Set subsequent indents to occur at ½ inch increments.

2.4 Headers. Include a header consisting of the NDS number and the directive's effective date. For policy directives, the NDS number consists of "NWSPD" followed by the series code, a dash, and a number indicating the directive's position within the series. Right justify on all pages. Suppress header on the banner page.

2.5 Page Numbering. Number each page at the bottom center.

3. Banner Page. The first page of a policy directive consists of a banner with a blue heading and signature block as described below. Figure A-1 identifies the banner format.

Department of Commerce • National Oceanic & Atmospheric Administration • National Weather Service	
(a.) NATIONAL WEATHER SERVICE POLICY DIRECTIVE 1-1 (b.) DECEMBER 14, 2001 (c.) Administration and Management (d.) POLICY FORMULATION	
<hr/> (e.) NOTICE: This publication is available at: http://www.nws.noaa.gov/directives/ .	
(f.) OPR: CFO3 (N. Scheller) (g.) Type of Issuance: Initial.	(h.) Certified by: CFO/CAO (T. David)
<hr/> (i.) SUMMARY OF REVISIONS: This directive supercedes WSOM Chapter A-01, Issuance 84-4, dated February 21, 1984	

Figure A-1. Sample banner format for a policy directive.

Fill in the banner with the directive system information as follows:

- a. **NDS Policy Directive Title and Number** - The title will consist of "NATIONAL WEATHER SERVICE POLICY DIRECTIVE" followed by a space and the NDS number. The NDS number will consist of the series number, followed by a dash, and a directive number beginning with 1 and continuing up to 99. For example, the title for the first policy directive in the 1 series is "NATIONAL WEATHER SERVICE POLICY DIRECTIVE 1-1" (see Figure A-1).
- b. **Effective Date** - Leave this blank until the directive is signed. The effective date will normally be the date the directive is signed by the approving authority. In cases where the OPR desires the directive to become effective on some future date (e.g., to allow time for training on a new directive to be completed), the OPR should specify the desired effective date in relative terms (i.e., 90 days after the directive is signed) and include this and the rationale for it as part of the Background Information accompanying the directive (mandatory packaging requirements are posted on the NDS Web site in the Tool Kit).
- c. **Series Title** - Title of NDS series where the policy directive is found. Titles are found in Figure 1 of the parent instruction to this appendix.
- d. **Subject Title** - Name describing the activity area covered by the policy directive.
- e. **Notice** - Identifies location of the NDS Web site.
- f. **OPR (Office of Primary Responsibility)** - OPR routing code followed by name of the author (first initial and last name) who developed the policy directive.
- g. **Type of Issuance** - Term indicating type of most recent issuance. Options are:
 - (1) Initial - first issuance of policy directive under the NDS.
 - (2) Routine - annual update of the directive.
 - (3) Emergency - unscheduled update issued between annual updates.
- h. **Certified by** - Name of office director or designee. Use same format as OPR block.
- i. **Summary of Revisions** - List all documents superceded by the policy directive.

Use the 20 percent fill setting and the standard blue color for banner table cells containing (a) through (d). Following the same format as the parent instruction to this appendix, skip four lines below the banner and provide a signature block with the approving authority's name and title. Place "Date" to the right of the signature block for the date when the directive was signed.

4. Content. Policy directives will be no more than three pages in length (including the attachment required in section 4.5). Do not include a table of contents. Include sections with the information identified below.

4.1 Introduction. Provide a brief explanation of the need for the activity area covered by the directive. Close with a one-sentence description of the purpose and scope of the directive.

4.2 Objective. Provide a short description of the activity area mission as it is carried out by the NWS.

4.3 Authorities and Responsibilities. Begin with, "This directive establishes the following authorities and responsibilities:" and then use subsections to describe the role each NWS level has in the activity area. Include the Assistant Administrator for Weather Services, NWS Headquarters offices, regional headquarters, national centers, and field offices.

4.4 Measuring Compliance. Provide a brief description of how compliance with the policy directive will be measured, including the roles of all affected operating units in ensuring this compliance.

4.5 References. At the end of the directive, state: "This policy directive is supported by the references and glossary of terms listed in **Attachment 1**." and then provide an attachment listing all procedural directives linked to the policy directive. Also provide a glossary for all policy-related terms used in the directive.

4.6 Signature and Date Line. The signature and date line begins four lines beneath the last line of the policy directive narrative. The line should be 45 spaces long (or move from position 1" to position 4.75"). The AA's name and title should be directly under the line and left flush (at 1"). The word "Date" should be at the 3.67" position under the line.

5. Development, Coordination, and Approval. OPRs at NWS Headquarters will develop and provide updates to policy directives. All policy directives will pass through the coordination and review sequence described in this section. This process applies to initial versions as well as routine and emergency updates (see section 6).

5.1 Coordination. The OPR sends a draft version of a policy directive for review by counterparts in all affected offices. Affected offices are defined as NWS Headquarters offices, regional headquarters, and national centers having personnel, activities, and/or programs affected by the directive. Counterparts are managers in affected offices who oversee specific functional areas. Counterparts are given at least 15 working days to e-mail comments on the draft version to the OPR, with a copy to all other affected offices. Responses take two forms: acceptance as written, or acceptance with recommended changes. If an affected office doesn't respond by the close of business on the due date, it is presumed to accept the directive as written. The OPR collects and evaluates the responses. If all responses indicate acceptance as written, the directive is ready for General Counsel and union coordination. Otherwise, further coordination occurs as necessary and as time permits to produce the best possible consensus version.

5.2 Dispute Resolution. When responses from one or more affected offices indicate acceptance with recommended changes, the OPR has the option to prepare a revised version incorporating the changes. Disputes are resolved at the lowest possible level, and the OPR seeks to develop the best possible compromise when preparing a final version. However, the OPR is not obligated to indefinitely delay the directive implementation process until a compromise can be reached which satisfies all concerns.

When a best possible compromise version has been produced and one or more affected offices is known to still have a dissenting opinion, the OPR includes a point paper in the package to be submitted for final approval. This point paper identifies the dissenting party(s) and the major area(s) of disagreement, and includes an explanation for the text ultimately used.

5.3 General Counsel/Union Review. The OPR sends a final policy directive to the General Counsel for Weather (GCW) for legal clearance with all comments, including dissenting comments. The OPR incorporates changes from the GCW, as appropriate, and forwards the directive to CFO3. CFO3 sends the directive, without the comments, to the national representative of the NWS Employees Organization for union coordination. CFO3 will provide the OPR with union comments, if any. If required, CFO3 will provide labor-management relations guidance to the OPR during consideration of the union comments. The OPR includes documentation of GCW and union comments in the package for final approval. If there is a significant change to the directive, re-coordination with GCW and the union is required.

5.4 Final Approval. The OPR prepares a package for final approval according to CFO3 guidelines. Mandatory packaging requirements are posted on the NDS Web site in the Tool Kit. This package includes the directive and responses from all affected offices. CFO3 reviews this package within five days. CFO3 then forwards the directive to the approving authority. The approving official considers comments, including dissenting comments, in deciding whether or not to approve the directive.

A policy directive becomes official when the approving authority signs the official hard copy on the banner page. CFO3 enters the effective date on the official hard copy and advises the OPR the directive has been signed. The OPR then enters the effective date on the banner and provides CFO3 with a copy of the approved directive in .pdf format. CFO3 posts the directive on the NDS Web site within two working days and prepares an e-mail message announcing its approval to NDS users. CFO3 maintains the signed hard copy of each policy directive. Official signed copies are permanent Federal records and will be archived in accordance to NOAA and National Archives guidelines when no longer needed.

6. Issuance Types.

6.1 Initial. Each policy directive will have a first issuance under the NDS. These initial issuances are coordinated as outlined in sections 5.1 through 5.4 above.

6.2 Routine. Each policy directive will undergo an annual review process. This annual review process is based on the directive's anniversary date—i.e., the effective date of the most recently approved version. The anniversary date begins a one-year period known as the annual

review cycle. Updates made to a directive as part of this annual cycle are known as routine updates. The routine update process is summarized in Figure A-2 and described in the following two sections.

6.2.1 Recommendations for Update. At any time during the first nine months of a policy directive's annual review cycle, management at an affected office may notify the OPR of any changes it recommends to the directive. On or about the first working day of the ninth month, the OPR sends a notice to all affected offices reminding them the 90-day update process begins in one month (about 30 days). Resulting input from affected offices should be issue-specific as to the recommended changes. The OPR should review the directive during the first nine months of the annual cycle and may also identify a need for an update.

6.2.2 Process for Update. Ninety calendar days prior to a directive's anniversary date, CFO3 sends a notice reminding the OPR to complete the update process before the end of the annual cycle. The OPR evaluates any update recommendations received from affected offices during the first nine months of the annual cycle. If no update recommendations were received from affected offices by 90 calendar days before the anniversary date and the OPR couldn't identify the need for an update, a directive may stand without modification through the year's annual cycle. The OPR may decide not to update a directive even when an affected office has requested a change if overriding concerns of the NWS dictate the need for it to remain unmodified. When a directive does not require an update, the OPR provides a certification to CFO3 by day 60 of the 90-day update period indicating the directive was reviewed and is current.

OPR staff work required to update a directive is completed by day 60 in the 90-day update period. This staff work includes coordination with affected offices (section 5.1) as well as dispute resolution (section 5.2). The last 30 calendar days of the 90-day period are reserved for GCW and union coordination (section 5.3) and signature by the AA (section 5.4).

The OPR should begin coordinating a first draft by the 10th working day in the 60-day staff work period. A complete document is coordinated which has the areas revised during this update cycle marked in the left margin using a vertical change bar. When the coordination process is finished, the directive proceeds through GCW and union review.

The OPR determines a new effective date in coordination with affected offices before the final version is approved. This effective date is entered in the banner page and serves as the anniversary date for the next annual review cycle. This is followed by the final approval process as outlined in section 5.4.

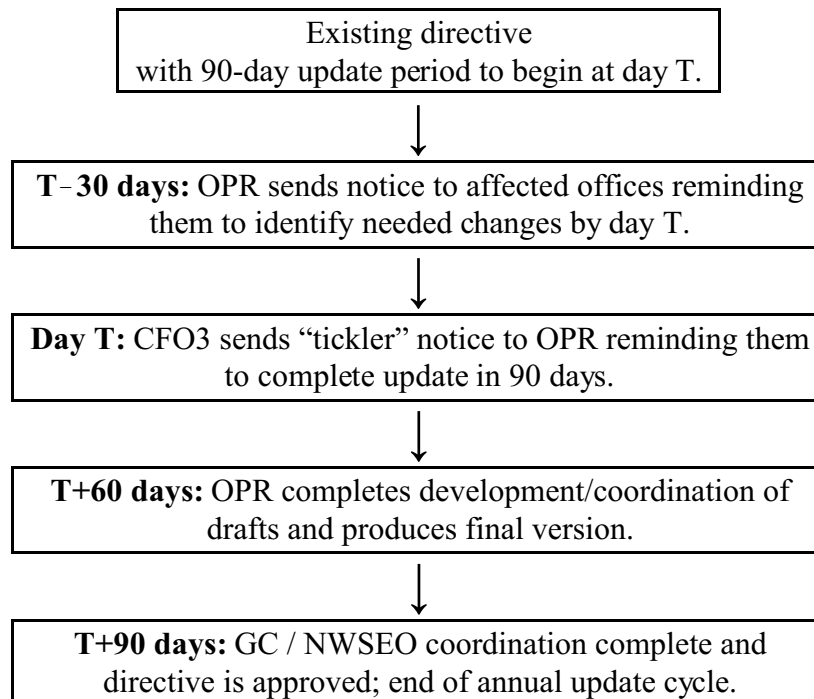


Figure A-2. Summary of the routine (annual) update process.

The OPR may request a waiver from CFO3 if a directive cannot be updated by the end of the annual review cycle. Such requests briefly state the reason additional time is needed and include a new completion date.

6.3 Emergency. An unscheduled or emergency update to a policy directive may be made at any time when a priority requirement is identified. These emergency updates are coordinated with affected offices according to guidelines in sections 5.1 and 5.2 using a document with the changed area(s) marked. The updated version then proceeds through the GCW and union coordination process as outlined in section 5.3. This is followed by the final approval process as outlined in section 5.4.

Before the final version of a directive updated through this emergency process is signed by the AA, the OPR identifies a new effective date in coordination with affected offices. This effective date is entered into the banner page and serves as the new anniversary date for the annual review cycle.

7. Recision. A policy directive (or WSOM Chapter or Operations Manual Letter [OML]) will be rescinded when it is no longer needed. The procedures outlined in section 5 on development, coordination, and approval should be followed for recisions of policy directives. The format for recision of a policy directive, WSOM Chapter, and OML can be found in the NDS Web site Tool Kit.

7.1 Emergency Recision. In an emergency situation, the OPR may immediately rescind a policy directive and notify CFO3. CFO3 distributes an e-mail notification of recision to all NDS users and removes the directive from the NDS Web site.

APPENDIX B - NWS Procedural Directives

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1. Introduction. Procedural directives provide instructions and guidelines required to carry out a major activity area. Procedural directives occur in two forms:

- a. Instructions - procedural guidance used to direct action, ensure compliance, and provide detailed procedures. Other unique types of documents fall under this classification:
 - (1) Product specifications - assigns responsibilities, defines format, content, and issuance times of operational NWS products (e.g., zone forecast products, hydrologic products, or tornado warnings).
 - (2) Memoranda of agreement (MOA) and memoranda of understanding (MOU) - considered to be special types of instructions. (See section 4.6)
- b. Manuals - procedures used for performing standard tasks or supporting training and education programs.

The approving authority for a procedural directive will be the director of the office of primary responsibility (OPR).

2. Format. Follow the general format guidelines in this section for all instructions and manuals. The format of the parent instruction to this appendix serves as the guiding example.

2.1 Margins. Set left and right margins to 1.0 inch. Set top margin to 1.0 inch for the banner page and 0.6 inch for every page after. Set bottom margin to 0.6 inch.

2.2 Font. Use Times New Roman, 12 point.

2.3 Indents. Except for the table of contents, indent the first line for each section ½ inch. Set subsequent indents to occur at ½ inch increments.

2.4 Headers. Include a header consisting of the NDS number and the directive's effective date. For procedural directives, the NDS number consists of "NWSI" (for NWS instruction) or "NWSM" (for NWS manual); followed by the series code, a dash, and a number indicating the directive's position within the series. Right justify on all pages. Suppress header on the banner page.

2.5 Page Numbering. Number each page at the bottom center. For appendices, reset page number to 1 on the first page and use format <appendix letter - page number> (e.g., A-1).

3. Banner Page. The first page of an instruction or manual consists of a banner with a yellow heading and signature block as described below. Figure B-1 identifies the banner format.

Department of Commerce • National Oceanic & Atmospheric Administration • National Weather Service

(a.) **NATIONAL WEATHER SERVICE INSTRUCTION 10-401**

(b.) **MAY 5, 2002**

(c.) **Operations and Services**

(d.) **Fire Weather Services, NWSPD 10-4**

(e.) **FIRE WEATHER PRODUCTS SPECIFICATION**

(f.) **NOTICE:** This publication is available at: <http://www.nws.noaa.gov/directives/>

(g.) **OPR:** W/OS22 (D. Billingsley)

(i.) **Certified by:** W/OS2 (R. Landis)

(h.) **Type of Issuance:** Initial.

(j.) **SUMMARY OF REVISIONS:** Together with NWSPD 10-4, this directive supercedes WSOM Chapter D-06, "Fire Weather Service Program," Issuance 91-11, dated August 22, 1991

(k.) _____

Gregory A. Mandt
Director, Office of Climate,
Water, and Weather Services

Date

Figure B-1. Sample banner format for procedural directive.

Fill in the banner with the directive information as follows:

- a. **NDS Procedural Directive Title and Number** - The title will consist of "NATIONAL WEATHER SERVICE INSTRUCTION" or "NATIONAL WEATHER SERVICE MANUAL" followed by a space and the NDS number. The NDS number will consist of the policy number and an instruction or manual number beginning with 01 and continuing up to 99. For example, the title for the first instruction under the fourth policy directive in the 10 series would be "NATIONAL WEATHER SERVICE INSTRUCTION 10-401" (see Figure B-1).
- b. **Effective Date** - Leave this blank until the directive is signed. The effective date will normally be the date the directive is signed by the approving authority. In cases where the OPR desires the directive to become effective on some future date (e.g., to allow time for training on a new directive to be completed), the OPR should specify the desired effective date in relative terms (i.e., 90 days after the directive is signed) and include this and the rationale for it to the approving authority.

- c. **Series Title** - Title of NDS series where the directive is found. Titles are found in Figure 1 of the parent instruction to this appendix.
- d. **Policy Directive** - Name and number of policy directive being implemented.
- e. **Subject Title** - Title describing the directive's subject matter.
- f. **Notice** - Identifies location of the NDS Web site.
- g. **OPR (Office of Primary Responsibility)** - OPR routing code followed by name of the author (first initial and last name) who developed the directive.
- h. **Type of Issuance** - Term indicating type of most recent issuance. Options are:
 - (1) Initial - first issuance of directive under the NDS.
 - (2) Routine - annual update of the directive.
 - (3) Emergency - unscheduled update issued in between annual updates.
- i. **Certified by** - Name of OPR's division chief or designee. Use same format as OPR block.
- j. **Summary of Revisions** - List of all documents superseded by the directive.
- k. **Signature and Date Line** - The signature and date line begins four lines beneath the last line of the Summary of Revisions. The line should be 45 spaces long (or move from position 1" to position 4.75"). The name and title of the approving authority should be directly under the line and left flush (at 1"). The word "Date" should be at the 3.67" position under the line.

Use the 30 percent fill setting and the standard yellow color for banner table cells containing (a) through (d). Skip four lines below the banner and provide a signature block with the approving authority's name and title. Place "Date" to the right of the signature block for the date when the directive was signed.

4. Content. Follow the structure and content instructions outlined below for the main body following the banner page.

4.1 Table of Contents. Follow the format used in the parent instruction. Set tabs at 0.25", 0.60", 1.05", and 1.60". Place the page number for each section, subsection, and sub-subsection along the right margin using dot leaders. For a long title needing additional lines, use the same indentation as the first line and start the dot leader from the first line. The table of contents for an instruction only covers the main body of the document. Provide a separate table of contents for each appendix (if any); however, the table of contents for the main body of the document should show each appendix. The table of contents for a manual may cover the entire document.

4.2 Structure. Place policy-oriented material to guide decisions and actions in the main body. Distribute more detailed, “how-to” information into appendices.

4.3 Section Numbering and Paragraphs. Sections, subsections, and sub-subsections are titled and structured as follows:

n. Section Title.

n.n Subsection Title.

n.n.n Sub-subsection Title.

Under any of these levels where items are listed for emphasis or clarity, indent text at ½ inch steps as follows:

a. xxxxx xxxxxxxx xxxxxxxx xxxxxxxxxxxx xxxxxxxxxxxx xxx xxxxxxx xxxxxxx.

(1) xxxxx xxxxxxxx xxxxxxxx xxxxxxxxxxxx xxxxxxxxxxxx xxx xxxxxxx
xxxxxx.

(a) xxxxx xxxxxxx xxx xx xxxxxxx xxxxxxxxxxx xxx xxxxxxx xxx
xxxxxx xxxxxxx.

4.4 Tables and Figures. Tables or graphics may exist at any location within an instruction or manual. Number tables and figures serially in the main body of the directive. In appendices, include their letter in serial numbering, i.e., “<appendix letter>-<figure number>.”

4.5 Appendices. Use appendices in instructions or manuals as necessary. Follow the format used in this and other appendices of the parent instruction.

4.6 Special Instructions for MOA/MOUs. MOA/MOUs referenced in or relevant to policy and procedural directives must be filed as procedural directives. The procedural directive includes a banner page followed by an introduction explaining the background of the document. Follow the introduction with a list of people who signed the memoranda and the entities they represent. Then include a copy of the MOA/MOU.

5. Development, Coordination, and Approval. OPRs at NWS Headquarters will develop and provide updates to procedural directives. With the exception of MOA/MOUs, all procedural directives will pass through the coordination and review sequence described in this section. This process applies to initial versions as well as routine and emergency updates (see section 6).

5.1 Coordination. The OPR sends a draft version of a procedural directive for review by counterparts in all affected offices. Affected offices are defined as NWS Headquarters offices, regional headquarters, and national centers having personnel, activities, and/or programs affected by the directive. Counterparts are managers in affected offices who oversee specific functional areas. Counterparts are given at least 15 working days to e-mail comments on the draft version

to the OPR, with a copy to all other affected offices. Responses take two forms: acceptance as written, or acceptance with recommended changes. If an affected office doesn't respond by the close of business on the due date, it is presumed to accept the directive as written. The OPR collects and evaluates the responses. If all responses indicate acceptance as written, the directive is ready for General Counsel and union coordination. Otherwise, further coordination occurs as necessary and as time permits to produce the best possible consensus version.

5.2 Dispute Resolution. When responses from one or more affected offices indicate acceptance with recommended changes, the OPR has the option to prepare a revised version incorporating the changes. Disputes are resolved at the lowest possible level, and the OPR seeks to develop the best possible compromise when preparing a final version. However, the OPR isn't obligated to indefinitely delay the directive implementation process until a compromise can be reached which satisfies all concerns.

When a best possible compromise version has been produced and one or more affected offices is known to still have a dissenting opinion, the OPR includes a point paper in the package to be submitted for final approval. This point paper identifies the dissenting party(s) and the major area(s) of disagreement, and includes an explanation for the text ultimately used.

5.3 General Counsel/Union Review. The OPR sends the final version of a procedural directive to the General Counsel for Weather (GCW) for legal clearance with all comments, including dissenting comments. The OPR incorporates changes from the GCW, as appropriate, and forwards the directive to CFO3. CFO3 sends the directive, without the comments, to the national representative of the NWS Employees Organization for union coordination. CFO3 will provide the OPR with union comments, if any. If required, CFO3 will provide labor-management relations guidance to the OPR during consideration of the union comments. The OPR includes documentation of GCW and union comments in the package for final approval. If there is a significant change to the directive, re-coordination with GCW and the union is required.

5.4 Final Approval. A package for final approval of the directive is prepared according to the OPR's guidelines. This package includes the directive and responses from all affected offices. The approving official considers comments, including dissenting comments, in deciding whether or not to approve the directive. A procedural directive becomes official when the approving authority signs the official hard copy on the banner page. The OPR enters the effective date on the official hard copy and enters the effective date on the banner and provides CFO3 with a copy of the approved directive in .pdf format. CFO3 posts the directive on the NDS Web site within two working days and prepares an e-mail message announcing its approval to NDS users. CFO3 maintains the signed hard copy of each procedural directive. Official signed copies are permanent Federal records and will be archived in accordance to NOAA and National Archives guidelines when no longer needed.

6. Issuance Types.

6.1 Initial. Each procedural directive will have a first issuance under the NDS. These initial issuances are coordinated as outlined in sections 5.1 through 5.4 above.

6.2 Routine. Each procedural directive will undergo an annual review process. This annual review process is based on the directive's anniversary date – i.e., the effective date of the most recently approved version. The anniversary date begins a one-year period known as the annual review cycle. Updates made to a directive as part of this annual cycle are known as routine updates. Refer back to Figure A-2 (Appendix A) for a summary of the routine update process.

6.2.1 Recommendations for Update. At any time during the first nine months of a procedural directive's annual review cycle, management at an affected office may notify the OPR of any changes it recommends to the directive. On or about the first working day of the ninth month, the OPR sends a notice to all affected offices reminding them the 90-day update process begins in one month (about 30 days). Resulting input from affected offices should be issue-specific as to the recommended changes. The OPR should also review the directive during the first nine months of the annual cycle and may identify a need for an update.

6.2.2 Process for Update. Ninety calendar days prior to a directive's anniversary date, CFO3 sends a notice reminding the OPR to complete the update process before the end of the annual cycle. The OPR evaluates any update recommendations received from affected offices during the first nine months of the annual cycle. If no update recommendations were received from affected offices by 90 calendar days before the anniversary date and the OPR couldn't identify the need for an update, a directive may stand without modification through the year's annual cycle. The OPR may decide not to update a directive even when an affected office has requested a change if overriding concerns of the NWS dictate the need for it to remain unmodified. When a directive does not require an update, the OPR provides a certification to CFO3 by day 60 of the 90-day update period indicating the directive was reviewed and is current.

OPR staff work required to update a directive is completed by day 60 in the 90-day update period. This staff work includes coordination with affected offices (section 5.1) as well as dispute resolution (section 5.2). The last 30 calendar days of the 90-day period are reserved for GCW and union coordination (section 5.3) and signature by the approving official (section 5.4).

The OPR should begin coordinating a first draft by the 10th working day in the 60-day staff work period. If there are only a few changes, they may be coordinated through use of a document containing just the sections being changed. A large number of changes are coordinated using a new version of the entire directive, with revised areas marked in the left margin using a vertical change bar. When the coordination process is finished, a complete document with changed areas marked is provided for GCW/union review.

The OPR determines a new effective date in coordination with affected offices before the final version of an updated directive is approved. This effective date is entered in the banner page and serves as the anniversary date for the next annual review cycle. This is followed by the final approval process as outlined in section 5.4.

The OPR may request a waiver from CFO3 if a directive cannot be updated by the end of the annual review cycle. Such requests briefly state the reason additional time is needed and include a new completion date.

6.3 Emergency. An unscheduled or emergency update to a procedural directive may be made at any time when a requirement is identified. These emergency updates are coordinated with affected offices according to guidelines in sections 5.1 and 5.2. A document containing just the section(s) being changed or a complete version of the directive with changed areas marked may be used in this coordination process. After coordination with affected offices is finished, an updated version of the directive is produced with the areas of new text marked with change bars. The updated version then proceeds through the GCW and union coordination process as outlined in section 5.3. This is followed by the final approval process as outlined in section 5.4.

Before the final version of an emergency update is signed by the approving official, the OPR identifies a new effective date in coordination with affected offices. This effective date is entered into the banner page and serves as the new anniversary date for the annual review cycle.

7. Recision. A procedural directive will be rescinded when it is no longer needed. The procedures outlined in section 5 on development, coordination, and approval should be followed for recisions of procedural directives. The format for recision of a procedural directive can be found in the NDS Web site Tool Kit.

7.1 Emergency Recision. In an emergency situation, the OPR may immediately rescind a procedural directive and notify CFO3. CFO3 distributes an e-mail notification of recision to all NDS users and removes the directive from the NDS Web site.

APPENDIX C - NWS Supplements

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1. Introduction. Supplements provide guidelines needed to adapt procedural directives to specific issues addressed by NWS regions, the National Centers for Environmental Prediction (NCEP), and field offices (e.g., weather forecast offices and river forecast centers). The approving authority for supplements is the regional director, NCEP director, or meteorologist/hydrologist in charge corresponding to these offices.

2. Format. Follow the general format guidelines in this section for all supplements.
 - 2.1 Margins. Set left and right margins to 1.0 inch. Set top margin to 1.0 inch for the banner page and 0.6 inch for every page after. Set bottom margin to 0.6 inch.
 - 2.2 Font. Use Times New Roman, 12 point.
 - 2.3 Indents. Except for the table of contents, indent the first line for each section ½ inch. Set subsequent indents to occur at ½ inch increments.
 - 2.4 Headers. Include a header consisting of the NDS number and the supplement's effective date. For supplements, the NDS number consists of "NWS-<office designation>-S" followed by the series code, a dash, and a number indicating the position within the series of the procedural directive being supplemented. For NWS regions, use the two-letter abbreviation for the office designation – e.g., "CR" for Central Region. For NCEP divisions, use the three-letter abbreviation – e.g., "SPC" for Storm Prediction Center. For field offices, use the three-letter station identifier – e.g., "SGX" for San Diego. Right justify on all pages. Suppress header on the banner page.
 - 2.5 Page Numbering. Number each page at the bottom center. For appendices, reset page number to 1 on the first page and use format <appendix letter - page number> (e.g., A-1).
3. Banner Page. The first page of a supplement consists of a banner with a green heading and signature block as described below. Figure C-1 identifies the banner format.

Department of Commerce • National Oceanic & Atmospheric Administration • National Weather Service

(a.) ***NATIONAL WEATHER SERVICE CENTRAL REGION SUPPLEMENT 3
TO INSTRUCTION 10-903***

(b.) ***JUNE 14, 2002***

(c.) ***Operations and Services***

(d.) ***Hydrologic Services, NWSPD 10-9***

(e.) ***Geographic Areas of Responsibility, NWSI 10-903***

(f.) ***HYDROLOGIC SERVICE AREA BOUNDARIES***

(g.) **NOTICE:** This publication is available at: <http://www.nws.noaa.gov/directives/>

(h.) **OPR:** W/CR2 (W. Pearson)

(j.) **Certified by:** W/CR2 (K. King)

(i.) **Type of Issuance:** Initial.

(k.) **SUMMARY OF REVISIONS:** This directive supercedes Regional Operations Manual Letter C-09-00, dated June 1, 2000, filed with WSOM Chapter E-03.

(l.) _____
Dennis H. McCarthy Date
Director, Central Region

Figure C-1. Sample banner format for a supplement.

Fill in the banner with the directive information as follows:

- a. **NDS Supplement Title and Number** - The title will consist of "NATIONAL WEATHER SERVICE<Region Name/Field Office Name/NCEP Center Name>SUPPLEMENT<NUMBER>TO INSTRUCTION" or "NATIONAL WEATHER SERVICE<Region Name/Field Office Name/NCEP Center Name>SUPPLEMENT<NUMBER>TO MANUAL" followed by a space and the number of the instruction or manual being supplemented. For example, the title for the third Central Region supplement to the second instruction under the ninth policy directive in the 10 series would be "NATIONAL WEATHER SERVICE CENTRAL REGION SUPPLEMENT 3 TO INSTRUCTION 10-903" (see Figure C-1).
- b. **Effective Date** - Leave this blank until the supplement is signed. The effective date will normally be the date the supplement is signed by the approving authority. In cases where the OPR desires the supplement to become effective on some future date (e.g., to allow time for training on a new supplement to be completed), the OPR should specify the desired effective date in relative terms

(i.e., 90 days after the supplement is signed) and include this and the rationale for it to the approving authority.

- c. **Series Title** - Title of NDS series where the supplement is found. Titles are found in Figure 1 of the parent instruction to this appendix.
- d. **Policy Directive** - Name and number of policy directive being implemented.
- e. **Procedural Directive** - Name and number of procedural directive being supplemented.
- f. **Subject Title** - Name describing the supplement's subject matter.
- g. **Notice** - Identifies the NDS Web site where the supplement is posted.
- h. **OPR** (Office of Primary Responsibility) - Routing code for the NWS region, NCEP division, or field office responsible for the supplement followed by name of the author (first initial and last name) who developed the supplement.
- i. **Type of Issuance** - Term indicating type of most recent issuance. Options are:
 - (1) Initial - first issuance of supplement under the NDS.
 - (2) Routine - annual update of the supplement.
 - (3) Emergency - unscheduled update issued between annual updates.
- j. **Certified by** - Name of manager of the organizational unit which developed the supplement. For a field office, this could be the same as the approving authority. Use the same format as OPR block.
- k. **Summary of Revisions** - List of all documents superseded by the supplement.
- l. **Signature and Date Line** - The signature and date line begins four lines beneath the last line of the Summary of Revisions. The line should be 45 spaces long (or move from position 1" to position 4.75"). The name and title of the approving authority should be directly under the line and left flush (at 1"). The word "Date" should be at the 3.67" position under the line.

Use the 20 percent fill setting and the standard green color for banner table cells containing (a) through (d). Skip four lines below the banner and provide a signature block with the approving authority's name and title. Place "Date" to the right of the signature block for the date when the directive was signed.

4. Content. Follow the structure and content instructions outlined below for the main body following the banner page.

4.1 Table of Contents. Follow the format used in the parent instruction. Set tabs at 0.25", 0.60", 1.05", and 1.60". Place the page number for each section, subsection, and sub-subsection along the right margin using dot leaders. For a long title needing additional lines, use the same indentation as the first line and start the dot leader from the first line. The table of contents for a supplement only covers the main body of the document. Provide a separate table of contents for each appendix (if any); however, the table of contents for the main body of the document should show each appendix.

4.2 Structure. Place policy-oriented material to guide decisions and actions in the main body. Distribute more detailed, "how-to" information into appendices.

4.3 Section Numbering and Paragraphs. Sections, subsections, and sub-subsections are titled and structured as follows:

n. Section Title.

n.n Subsection Title.

n.n.n Sub-subsection Title.

Under any of these levels where items are listed for emphasis or clarity, indent text at ½ inch steps as follows:

a. xxxxx xxxxxxxx xxxxxxxx xxxxxxxxxxxx xxxxxxxxxxxx xxx xxxxxxx xxxxxxx.

(1) xxxxx xxxxxxxx xxxxxxxx xxxxxxxxxxxx xxxxxxxxxxxx xxx xxxxxxx
xxxxxx.

(a) xxxxx xxxxxxxx xxx xx xxxxxxxx xxxxxxxxxxxx xxx xxxxxxx xxx
xxxxxx xxxxxxx.

4.4 Tables and Figures. Tables or graphics may exist at any location within a supplement. Number tables and figures serially in the main body of the supplement. In appendices, include their letter in serial numbering, i.e., "<appendix letter>-<figure number>."

4.5 Appendices. Use appendices in supplements as necessary. Follow the format used in this and other appendices of the parent instruction.

4.6 Special Instructions for MOA/MOUs. MOA/MOUs referenced in or relevant to the supplement must be filed with the supplement.

5. Development, Coordination, and Approval. Regional headquarters, the NCEP, and field offices are the OPRs which may develop supplements.

5.1 Regional Supplements. Supplements to be issued by OPRs in regional headquarters are coordinated with all affected NWS organizations (i.e., national Headquarters offices, other regions, NCEP, field offices).

The coordination and approval process of regional supplements is less formal than for policy and procedural directives. A draft version of the supplement is sent for review by counterparts in all affected offices. At least 15 working days is allowed for comments. If an affected office doesn't respond by the close of business on the due date, it is assumed to accept the supplement as written. More than one iteration of the draft/review process may be necessary, but the OPR works to develop a best possible compromise version. The national headquarters office responsible for managing the functional area addressed by the supplement will have the final decision authority on matters of conflict with national policy and procedures.

A regional supplement ready for final approval is sent to the regional representative of the NWS Employees Organization representative for union coordination. No General Counsel clearance is required.

A supplement becomes official when the approving authority signs the official hard copy on the banner page. The OPR enters the effective date on the official hard copy and enters the effective date on the banner. The OPR then provides an electronic copy in .pdf format to CFO3 for posting on the NDS Web site along with official notification from the approving authority that the supplement was signed. CFO3 posts the supplement on the NDS Web site within two working days and prepares an e-mail message announcing the supplement's approval to NDS users. The regional headquarters maintains the signed hard copy of each supplement. Official signed copies are permanent Federal records and will be archived in accordance to NOAA and National Archives guidelines when no longer needed.

5.2 NCEP Supplements. Supplements from NCEP will be coordinated with all affected NWS organizations (i.e., national Headquarters offices, other regions, NCEP, field offices). A draft version is sent for review by counterparts in those offices. At least 15 working days is allowed for comments. If an affected office doesn't respond by the close of business on the due date, it is assumed to accept the supplement as written. More than one iteration may be necessary, but the OPR works to develop a best-possible compromise version. The national headquarters office responsible for managing the functional area addressed by the supplement will have the final decision authority on matters of conflict with national policy and procedures.

An NCEP supplement ready for final approval is sent to the NCEP representative of the NWS Employees Organization for union coordination. No General Counsel clearance is required.

An NCEP supplement becomes official when the approving authority signs the official hard copy on the banner page. The OPR enters the effective date on the official hard copy and enters the effective date on the banner. The OPR provides an electronic copy in .pdf format to CFO3 for posting on the NDS Web site along with official notification from the approving authority that the supplement was signed. CFO3 posts the supplement on the NDS Web site within two working days and prepares an e-mail message announcing the supplement's approval to NDS users. The NCEP maintains the signed hard copy of each supplement. Official signed copies are

permanent Federal records and will be archived in accordance to NOAA and National Archives guidelines when no longer needed.

5.3 Field Office Supplements. Supplements issued by field offices should be coordinated with all affected NWS organizations (i.e., national Headquarters offices, other regions, NCEP, field offices) as well as with the local union steward.

No General Counsel coordination is required. A field office supplement becomes official when the approving authority signs the official hard copy on the banner page. The OPR enters the effective date on the official hard copy and enters the effective date on the banner. The OPR provides an electronic copy in .pdf format to CFO3 for posting to the NDS Web site along with official notification from the approving authority that the supplement was signed. CFO3 posts the directive on the NDS Web site within two working days and prepares an e-mail message announcing the supplement's approval to NDS users. The field office maintains the signed hard copy of each supplement. Official signed copies are permanent Federal records and will be archived in accordance to NOAA and National Archives guidelines when no longer needed.

6. Issuance Types. There will be three types of issuances for supplements. All three types will follow the coordination and review instructions described in section 5.

6.1 Initial. Each supplement will have a first issuance under the NDS. These initial issuances are coordinated as outlined in section 5.

6.2 Routine. Each supplement will undergo an annual review process. This annual review process is based on the directive's anniversary date—i.e., the effective date of the most recently approved version. The anniversary date begins a one-year period known as the annual review cycle. Updates made to a supplement as part of this annual cycle are known as routine updates. The annual review process for supplements is specified by the developing OPR.

6.3 Emergency. An unscheduled or emergency update to a supplement may be made at any time when a requirement is identified. These emergency updates are coordinated with affected offices according to the applicable guidelines outlined in section 5 on development, coordination, and approval. When an emergency update is made to a supplement, the OPR determines an effective date which serves as the new anniversary date for the annual review cycle.

7. Recision. A supplement (or ROML) will be rescinded when it is no longer needed. The applicable procedures outlined in section 5 on development, coordination, and approval should be followed for recisions of supplements.

7.1 Emergency Recision. In an emergency situation, the OPR may immediately rescind a supplement and notify CFO3. CFO3 distributes an e-mail notification of recision to all NDS users and removes the supplement from the NDS Web site.